

PROGRAM OFFICER GUIDE

The Real Time Meeting Status Site is provided by CSR to help NIH program officers obtain information about review meetings and application discussion status. All NIH users with access to the eRA IMPAC Program module are granted access to the site. The site is composed by two screens: the list of meetings and the application discussion status. This guide describes how to log into the site and the main functionalities available in the two screens.

How to login: The real time meeting status site is hosted at CSR Internet site. To gain access to the site you can be logged in the Internet or at the NIH Network at the office or through VPN. To view the meeting site displaying meeting and application discussion status, click on the link <http://www.csr.nih.gov/PONotificationPO/Login.aspx>. It is advisable to bookmark this link for rapid access in future uses.

Before you reach the site you will be prompted to enter your NIH user name and Windows password (the user name and password you use to log into the NIH network). If you get an error message when trying to access the site, please submit an email to CSRWEB@csr.nih.gov.

Please note that CSR downloads the names of all users with Program module access three times a year (early January, May and September). If your name was added to the list of users of IMPAC Program Module after the user database was updated, your name was missed. Once CSR receives your email notifying us that you could not login, your name will be added to the list of users and you should experience no problem viewing this site.

How to navigate: The screen that appears after you successfully logged into the site is the meeting status page (see Figure 1 below). This page lists all current meetings and their status. The following will be displayed in the status column of each meeting, when applicable: 1) In progress, 2) Will resume + Date and time it will resume, and 4) Ended. Figure 1 lists four meetings in progress and one meeting on break. The meeting status column is left blank for meetings that have not yet started. Figure 1 contains one meeting that ended, one in progress, one on break and one that has not yet started.

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Center for Scientific Review Intranet Home

CSR REAL TIME MEETING STATUS January 21, 2010

This webpage is provided by CSR to help NIH program officers obtain information about review meeting and application discussion status. The webpage is available when users are connected to the Internet, or logged in the NIH network at the office or through VPN. If you get an error message when trying to access the application discussion page, please submit an email to CSRWEB@csr.nih.gov. Click here for [Instructions](#) and [FAQs](#)

Select Study Section Acronym :

Study Section	Meeting Status	Study Section Name	Meeting Location	SRO
ZH01-0009-012	Ended	Center for Scientific Review Special Emphasis Panel	The Fairmont Washington, D.C. Washington DC 20037	(301) 425-3009
ZH01-0010-012	In Progress	Center for Scientific Review Special Emphasis Panel	St. Gregory Hotel Washington DC 20036	(301) 425-3089
ZH01-0011-012		Center for Scientific Review Special Emphasis Panel	Hyatt Regency Bethesda Bethesda MD 20814	(301) 425-3075
ZH01-0012-012	Will Resume January 21, 2010 12:00 PM	Center for Scientific Review Special Emphasis Panel	Hyatt Regency Bethesda Bethesda MD 20814	(301) 425-3073

Please send your comments and ideas to CSRWEB

Figure 1 – Review meeting status page

From the list of meetings screen, you can navigate to the study section you are interested in checking the status of the discussions. The navigation can be done by scrolling down the page or by selecting the meeting acronym using the search option in the top center of the screen. Click on one of the links (study section acronym or study section full name). A new page will open listing the applications included in the meeting in order of review as available in the IMPAC Program module (see figure 2 below). The application discussion status screen displays:

- Review Order
- Grant number
- PI name
- Status of the discussion – IP for “discussion in progress” and C for “discussion completed”
- Time in which the discussion started
- Status of the meeting (located in the center of the screen) – In progress, On break, Ended
- General message sent by the SROs – available by opening the message box in the center of the screen
- Time in which the site was last refreshed (upper right, next to the site title)
- Name and Acronym of the Meeting
- Name of the SRO
- Button to navigate back to the list of meetings
- Button to manually refresh the site

Once the discussion of an application is completed, the row listing the application is grayed out. In Figure 2 below, the meeting is in progress and the discussion of the first five applications was completed. The discussion of the third application, which started at 12:39:22pm, is in progress. This meeting was last refreshed on 03/05/2010 at 12:40:13 PM.

NOTE: The review meeting status site only displays the status of the discussions. If you want to hear the discussions you will need to follow the instructions provided by the SRO.

Program officers can navigate back to the list of meetings by clicking on the “Go to Meeting List” button.

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APPLICATION DISCUSSION STATUS Last Refresh : 3/5/2010 12:40:13 PM

Biobehavioral Regulation, Learning and Ethology Study Section (BRLE), Melissa Gerald

Meeting In Progress

Meeting Notes from SRO

DISCUSSION STATUS

Go To Meetings List

Refresh Data

Review Order	Grant Number	PI NAME	Status IP C	Time Discussion Started
1	1		<input type="checkbox"/> <input checked="" type="checkbox"/>	
2	2		<input type="checkbox"/> <input checked="" type="checkbox"/>	
3	1	D.	<input type="checkbox"/> <input checked="" type="checkbox"/>	
4	1		<input type="checkbox"/> <input checked="" type="checkbox"/>	
5	01		<input type="checkbox"/> <input checked="" type="checkbox"/>	
6	01		<input checked="" type="checkbox"/> <input type="checkbox"/>	3/5/2010 12:39:22 PM
7			<input type="checkbox"/> <input type="checkbox"/>	

Figure 2 – Application discussion status page (IP= Discussion In progress; C=Discussion Completed)

NOTES:

1. POs can **follow multiple meetings** by clicking on "Go To Meetings List". When the list of meetings appears, another meeting can be selected by following the procedure described.
2. The **site is automatically refreshed** according to industry standards. You can leave the site opened for as long as you want and check it periodically. If you want to refresh it manually click on "Refresh Data" button.
3. In some instances SROs might need to **discuss an application out of order**. The update of the order of review in the IMPAC database while the meeting is going on is most of the time impossible. Thus, these applications will be reported out of order. SROs might send a general message to POs to let them know that an application was reviewed out of order. Note that while the possibility of writing a short note to be displayed in the PO site is available to SROs, SROs might not be able to do it.
4. Sometimes the review of an application or a group of **applications needs to be deferred**. If this situation occurs, the SROs will leave these applications unchecked. SROs can add a general message to let POs know that an application or a few applications were deferred. Note that while the possibility of writing a short note to be displayed in the PO site is available to SROs, SROs might not be able to do it.
5. We welcome suggestions to improve the site. Please email feedback and suggestions to boundst@csr.nih.gov.